

Student Name/YR: \_\_\_\_\_

Site Name/Location: \_\_\_\_\_

Dates of Fellowship: \_\_\_\_\_

### **Pre-Fellowship Checklist**

Please keep a copy of this checklist to track your own progress before, during, and after your fellowship to ensure you meet all criteria to avoid charges to your student account.

#### **BEFORE Fellowship: The following documents must be submitted no later than 2 weeks prior to departure:**

Some forms may require multiple signatures. All forms should be turned in to Lindsey Meza unless otherwise specified. Please turn forms in as you complete them so staff knows you are making progress.

- [Cornell Internship Agreement](#) (Student Expectations & Acknowledgement of Risk & Release)
- Fellows headshot picture- [Email Megan Ciszek](#) in Marketing to schedule you on a headshot day
- Health Verification Form -[make appointment with Health Center](#)
- [ACH Authorization form for Students](#) – turn into business office in person with ID (3<sup>rd</sup> floor, Old Sem)
- Log into [WordPress blog](#) for first time (using Cornell login), then email Lindsey to change your status
- [Internship Contract for Credit](#) – read directions first, you should get an email after submitting
- [Cornell College Site Agreement](#) (BCI will initiate with site, Cornell, and get your signature via AdobeSign)
- [Housing and Transportation Details](#) form (turn into Lindsey once you have secured both, this can be last)
- Updated version of [budget](#) including housing and transportation if changed since initial application

#### **Fellows Traveling Outside the US:**

- Schedule meeting and complete separate checklist with [Off-Campus Studies staff](#) to obtain proper Tourist Visa and other required documents

#### **International Students ONLY:**

- Schedule meeting with [member of Intercultural Life staff](#) to complete SEVIS paperwork prior to the start of your fellowship. All forms must be submitted and approved through the SEVIS system before the first day of your fellowship experience. **Your student visa status may be revoked if you do not complete this step in the process regardless of if you are inside or outside the US.**

\*Students are responsible for handling their own meal refunds with ResLife, booking transportation, housing deposits, etc. however you may reach out for advice from Fellows staff if you are experiencing difficulties.

#### **Fellows Office Use Only:**

- Fellowship title/keywords: \_\_\_\_\_
- Blog category created \_\_\_\_\_
- Funds disbursement form completed \_\_\_\_\_

#### **DURING Fellowship: [Read Wordpress Blog Instructions](#)**

- If you desire more clarity on expectations from your site, contact BCI for how to speak to your site
- Weekly blog summaries are due every **Sunday**, providing an overview of the previous week (see next page)
- Blogs should include at least 3-4 photos each week and utilize one as a dominant/feature image.
- Save/collect several of the best, marketing-worthy shots of you on the job, posing in front of company signage, & with site mentor where it should be clear where you are and what your internship is. These should be saved or emailed using largest file format or highest resolution for use on web and Cornell Report.

#### **AFTER Fellowship-**

- [Post-Fellowship Report Google Form](#)- due 1 week after last day of fellowship \_\_\_\_\_
- Hand-written thank-you card to site sponsor (Contact BCI for Fellows stationary)
- Misc items: additional marketing photos, catch-up blog entries.
- Prep for Showcase and PowerPoint presentation; submit guest names for showcase dinner, etc.

## **Blogging & Final Report Prompts**

Fellows will be asked to submit weekly blog posts (500-800 words) and a 3-5 page report at the conclusion of the internship, reflecting upon the overall experience.

Read the [Wordpress Blog Instructions](#) to prepare for composing your posts. You can view the [Cornell Fellows Blog](#) to see what other Fellows have done. Notice that more pictures with you IN the picture make for a better blog (and a better Showcase presentation).

Blogs and reports should always address the following:

- A general summary of activities (each week- not day- or overall for final report).
- What personal & professional lessons are you learning & how Cornell has prepared you for the experience?
- How is the opportunity influencing your personal and professional plans?
- Are you networking? What are you learning about interpersonal interactions with people such as your site mentor, colleagues, and the broader people in the community that help expand your knowledge about possible careers?
- What are you learning about the history of the field, the culture of the organization, and the environment you are in? How does that influence the work you are doing and how you are learning?

\*\*Blog posts and Fellowship reports will be monitored by BCI staff and Fellows will be required to make edits requested by staff regarding content, level of reflection, photos, etc.

\*\*\*Fellows should include **at least 3-4 photos per blog post** (with captions) and take more photos than they think they might need. All high resolution photos should be held onto for use in the showcase presentation. Copying images from the blog for the presentation will not produce high quality enough images.

### **IMPORTANT:**

If you have any questions regarding the necessary forms or assignment requirements, contact the BCI as soon as possible! Failure to complete the Cornell Fellows pre-departure requirements may result in delayed funds.

Failure to complete requirements of the program during or after the internship **may result in the student being asked to repay some or all of their stipend** or their student account may be charged. (see Cornell Fellowship Agreement.)